



Dryden Flight Research Center
Edwards, California 93523-0273

DOP-A-001
Revision: B

Dryden Organizational Procedure

CODE A

TRAINING

Electronically Approved by:
Chief, Acquisition Management Office

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DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

DATE APPROVED	ISSUE	PAGE	AMENDMENT DETAILS
11/2/98	Baseline		
2/23/99	Revision A		Added signature block to cover page. Changed QUALITY RECORDS to MANAGEMENT SYSTEM RECORDS and deleted word quality from the next sentence and added DFRC 42 to 5(b) on page 3.
See IDMS Document Master List	Draft for Revision B	All	Added COTR training to Purpose Section. Updated Applicable Documents section. Added Definitions and Background Sections to the Procedure. Revised the Instructions Section so that it conforms to NASA HQ procurement training policy. Also added paragraph for COTR training as Section 5.6. Deleted the flowcharts in the two appendices.

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TRAINING

1. PURPOSE

This procedure defines the training and other career development requirements for the DFRC Acquisition Management Office (AMO). It addresses the qualification standards of the acquisition personnel (more specifically the GS-1102 series) as well as the training requirements for the Contracting Officer Technical Representative (COTR).

2. APPLICABLE DOCUMENTS

FAR 1.6	<i>Career Development, Contracting Authority, and Responsibilities</i>
NFS 1801.6	<i>Career Development, Contracting Authority, and Responsibilities</i>
NFS 1842.270	<i>Contracting Officer Technical Representative (COTR) Delegations</i>
	<i>Office of Personnel Management (OPM) Operating Manual for Qualification Standards for General Schedule Positions</i>
	<i>Office of Federal Procurement Policy (OFPP) Policy Letter 92-3, dated June 24, 1992</i>
	<i>NASA Procurement Career Development Training Policy, dated March 14, 1998</i>
DCP-H-001	<i>Training</i>

3. DEFINITIONS

- 5.1 Acquisition Positions. Civilian/military personnel that are in the acquisition system with duties that fall in an acquisition category. These positions are normally located in headquarters and field organizations, and other organizations.
- 5.2 Career Levels. Categories of education, training, and experience standards that provide the framework for potential progression in a career field. There are three career levels: (I) Entry, (II) Intermediate, (III) Advanced or Senior.
- 5.3 Certification. The process through which NASA determines that an individual meets mandatory education, training, and experience standards established for a career level (Levels I, II, and III) in the acquisition field.

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- 5.4 Defense Acquisition University (DAU). A consortium of DOD education and training institutions and organizations providing mandatory acquisition courses for certification.
- 5.5 Equivalent Course. A course that has been determined by the Director, Analysis Division, to contain the level of knowledge that would enable individuals who take the course to perform as if they had completed the comparable designated mandatory course.
- 5.6 Grandfathering. The process through which NASA determines, based on grade, years of procurement experience and training, that an employee is given credit for specific mandatory Level I or Level II training courses.
- 5.7 Individual Development Plan (IDP). Document used to plan an employee's education, training, and experience needs for progression in the procurement career field. Developing the plan is a joint effort of the employee, supervisor, and possibly other knowledgeable persons in the training and/or acquisition fields.
- 5.8 Mandatory NASA Acquisition Course. An approved course of study that meets NASA's acquisition education and training requirement for a career level.
- 5.9 Skills Currency. An OFPP policy implemented by NASA that requires an equivalent of at least 40 hours of continuing education or training every two years for contract specialists (GS-1102) and contracting officers who have satisfied the mandatory and agency/assignment-specific training for the purpose of maintaining currency of procurement knowledge and skills. This may include, but not be limited to, agency sponsored training and management/executive seminars, special job and/or professional association related projects and/or participation in seminars/workshops, or other appropriated developmental activities.

4. BACKGROUND

In 1991, Congress enacted the Defense Acquisition Workforce Improvement Act (DAWIA). Applicable to Department of Defense (DOD) agencies only, this Act required the establishment of career development programs with mandatory training in acquisition-related responsibilities for advancement to critical acquisition positions; a Defense Acquisition University; and a budget line item to pay for the mandatory training. The Act prompted DOD to develop a plan to establish education, training, and experience standards for their acquisition positions.

DAWIA raised concerns that the civilian agencies' workforce would be perceived over time as being markedly less professional than its DOD counterpart. To address these concerns, the Office of Federal Procurement Policy (OFPP) issued Policy Letter 92-3, dated June 24, 1992, to establish policies and a Government-wide standard for skill-based training for the Federal acquisition workforce. The OFPP policy letter established a set of contracting competencies and required contracting professionals to complete course work and related on-

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the-job training in order to attain an appropriate level of skill in each contract management duty. The policy letter was implemented as a change to FAR 1.603-1, linking the selection and appointment of contracting officers to OFPP's standards for skill-based training in performing contracting and purchasing duties. To further this end, Congress enacted other legislation that included the Maloney Bill (1995) and the Clinger-Cohen Act (1996). This legislation amended the OFPP Act to require qualification requirements be established for positions at civilian agencies in the GS-1102 series, including education, training, and experience requirements comparable to those established in 1991 for DOD. In June 1997, OPM published a qualification standard imposing requirements established by OFPP pursuant to Clinger-Cohen. The revised qualification standard for the GS-1102 series is effective January 1, 2000.

Under the authority of OFPP Policy Letter 97-01, dated September 25, 1997, "*Policy Letter on Procurement System Education, Training and Experience Requirements for Acquisition Personnel*", NASA issued on March 14, 1998 a policy handbook entitled "*NASA Procurement Career Development Training Policy*" (NPCDTP). This NPCDTP handbook is the NASA regulatory authority for mandatory NASA-wide procurement training. It provides a list of training courses for personnel within the GS-1102 series that comply with the OPM Qualification Standard.

5. INSTRUCTIONS

Each employee is responsible for planning the training needs of his/her career progression and development. This includes meeting the certification requirements of Contracting Personnel (GS-1102 series) and the continuing education requirements of 40 hours every two years.

- 5.1 Certification Requirements. In the NPCDTP handbook, the NASA Office of Procurement has defined the core (mandatory) courses and education requirements for each of the three certification levels for the 1102 Series. These courses are sponsored by the Defense Acquisition University (DAU). The DAU has several locations across the country that provide the courses. In order to facilitate the career training for acquisition personnel, NASA has signed a Memorandum of Understanding with the DAU's Naval Center for Acquisition Training (NCAT) to provide training courses meeting the core and elective requirements for certification. (See the NPCDTP for a listing of courses) These NASA sponsored courses are scheduled by NASA Headquarters each fiscal year and a copy of the schedule and allocation of class slots is furnished to each Center. The AMO's training monitor distributes the schedule to each AMO employee. The employee shall identify the desired classes and submit them to the training monitor. The training monitor compiles the class list and submits it to the AMO chief for approval. Once approved, the list is forwarded to NASA Headquarters. Where there are more requests to attend a course than there are spaces available, then priority will be assigned in accordance with the NPCDTP. NASA Headquarters will provide a list of selected employees for each scheduled training class.

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- 5.2 Continuing Education. Classes other than NASA sponsored training may be used for continuing education as part of the skills currency. These classes could be courses sponsored by the center or seminars/training provided by outside vendors. These training courses may be from Colleges, Universities, professional organizations, or commercial vendors. For training courses outside the NPCDTP, the employee would first discuss the course with the supervisor to obtain approval. The employee would then consult with the training monitor for funding. If the training monitor concurs, then the employee is responsible for preparing the documents required to enroll and attend the training course.
- 5.3 Training Records. Each employee is responsible for maintaining a record of his/her completed training including any mandatory and/or elective courses. Each employee shall also notify the training monitor of the successful completion of any procurement-related course.
- 5.4 Individual Development Plan. Each employee shall complete an Individual Development Plan (IDP). The IDP, DFRC 42, shall be reviewed and updated every six months to reflect completed training and work assignments plus the changing needs of the individual. The IDP is prepared by the individual with the involvement of the employee's supervisor. The plan is then to be signed by the employee and the supervisor and forwarded to the Procurement Officer for final approval. The IDP should include:
- Short term (1 year) and long term career goals and objectives;
 - Mandatory scheduled NASA core and desired/elective courses;
 - Other professional development and mentoring assignments, if applicable; and
 - Continuing training in procurement-related events or issues.
- 5.5 Contracting Officer Appointment. The criteria for selection and appointment of Contracting Officers are set forth in FAR 1.603 and NFS 1801.603-2. The NASA DFRC Procurement Officer is the official who reviews the work experience and formal training of each candidate in order to determine the appropriate appointment level. If the appointment is approved, the Procurement Officer will execute a Certificate of Appointment (SF 1402).
- 5.6 Contracting Officer Technical Representative. The cognizant contracting officer may appoint a qualified Government employee to act as their representative in managing the technical aspects of a particular contract. The appointee is called the Contracting Officer Technical Representative (COTR). The technical organization is responsible for ensuring that the individual recommended as COTR possesses the training, qualifications and experience necessary commensurate with the duties and responsibilities to be delegated. In addition, NFS 1842.270(f) stipulates mandatory training in core topic areas. Before making a COTR delegation on the NF 1634, the contracting officer shall verify that the COTR has received the mandatory training. A list of persons having received the COTR training is maintained in the Acquisition

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Management Office. Because of the constant evolving nature of procurement regulations, COTRs are encouraged to take a refresher COTR Training course once five years has lapsed from the date of the original training.

6. REVIEW AND APPROVAL

The IDPs and training requests shall be approved by the Procurement Officer with the concurrence of the cognizant supervisor. Contracting Officer appointments shall be made by the Procurement Officer.

7. LIST OF APPENDICES, DATA, REPORTS, AND FORMS

7.1 Reports

List of Trained COTRs.

7.2 Forms

DFRC 42 *Individual Development Plan*
SF 1402 *Certificate of Appointment*
NF 1634 *Contracting Officer Technical Representative (COTR) Delegation*

8. MANAGEMENT SYSTEM RECORDS

Management System Records are maintained in the Acquisition Management Office.